

**Tasking Memorandum No. 99-97**

**Memorandum For** Commanders DCMDs; Executive Director, Contract Management Policy; Executive Director, Program Integration; Director, Special Programs; Staff Director, Acquisition Office; Command Information Officer; Assessment Center; Flight Operations; DCMDE Vice President, AFGE, Patcy Wesley; DCMDW Vice President, AFGE, Susan Benderson; Business Office; Planning & Programming Team; Workforce Strategy Team; Command Support Team; PLAS Program Management Center

**Subject:** FY 00 DCMC Business Plan Workshop (TASKING)

**Date:** February 4, 1999

**Suspense Dates:** February 26, 1999, for hotel reservations

March 3, 1999, for attendee list

**Target Audience:** DCMD Commanders and DCMC HQ Staff Offices

**New Information/Guidance/Tools:**

- The FY 00 DCMC Business Plan Workshop will be held in the Washington, D.C., area March 15 (1230) – March 19 (1200 noon), 1999. The purpose of this workshop is to disseminate the FY 00 Business Plan, as well as budget guidance and standardized budget formats. The theme for this year's workshop is "Integrating Operational and Financial Performance Through IMS." The agenda will include: historical (lessons learned, FY 98 results, changes from FY 99, etc.) information, an explanation of the structure and contents of the FY 00 Plan, an overview of the budget approach to be used for FY 00, to include a detailed explanation of the budget guidance, standardized budget formats, and the performance contract.

**Requirements:**

- The workshop will be conducted at the Springfield Hilton Hotel, 6550 Loisdale Road, Springfield, VA, telephone (703) 971-8900. Attendees should make their own hotel reservations by contacting the hotel no later than Friday, February 26, 1999. A block of rooms has been reserved under the name, "**DCMC Business Plan Workshop**." Our workshop rate is \$118 (plus applicable taxes) per night. The latest travel revision allows for reimbursement of applicable hotel taxes listed on your travel voucher as an expense. For questions concerning this latest travel change contact the DFAS Travel Customer Service, DSN 869-4986.
- If you are flying into Reagan National, Dulles, or Baltimore Washington International (BWI) airports, you may take the Super Shuttle by calling 1-800-BLUE-VAN (1-800-258-3826). The approximate costs for the Super Shuttle are as follows: National Airport to the Hilton - \$15 for the first person, \$8 for each additional person; Dulles Airport to the Hilton - \$22 for the first person, \$10 for each additional person; and BWI to the Hilton - \$40 for the first


person, \$5 for each additional person. If you are flying into Reagan National Airport, you also have the option of taking the Metro (blue line) to the Franconia-Springfield Metro station. The hotel provides shuttle service to/from the Franconia-Springfield Metro station.

- Funding for this conference is included in your baseline District mission TDY allocation, which was recently restored to the FY 98 funding level. The Districts have each been given the number of participants who are authorized to attend in a Temporary Duty (TDY) travel status. These are: DCMDE – 86, DCMDW – 73, and DCMDI – 15. Request Districts ensure that these attendance and funding allocations are equitably distributed among CAOs and District Staff Offices. Please submit the names, organization, and functional background (planning, budgeting, operations) of all attendees NLT March 3, 1999, to Ms. Linda Haymaker, DCMDI, (703) 767-2795 or DSN 427-2795, e-mail: [linda\\_haymaker@hq.dla.mil](mailto:linda_haymaker@hq.dla.mil), and Ms. Debbie Luther, DCMC-BD, (703) 767-2468 or DSN 427-2468, e-mail: [debbie\\_luther@hq.dla.mil](mailto:debbie_luther@hq.dla.mil).

**Point of Contact for Further Information:**

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**Signature:**

  
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